

Memorandum



99

140.5

140.7

747

DATE : December 2, 1980
TO : Stephen Ralph
FROM : Katherine Fletcher
SUBJECT : Polychlorinated Biphenyls (PCB) Workshop

Steve, I would like you to attend the NWPPA sponsored PCB workshop to be held December 10 in Portland, Oregon.

Bill Riley, present staff worker in this area of expertise will be leaving City Light at the first of the year. You will therefore be the new staff person assigned the tracking responsibilities for PCB/toxic substances.

This conference will bring you up to speed and allow for an easy transition for you. You and Bill can then meet to further carry over this transition.

Attached is a training request and a travel authorization to attend the conference. Please fill out and return by Wednesday, December 3, to the Training Division.

CT:rps

cc: Cowan
Fletcher
Ralph
Tenney
OEA (3)
File